

BRIEFING CRITIQUE

Briefer \_\_\_\_\_ Subject \_\_\_\_\_

Rated by \_\_\_\_\_ Date \_\_\_\_\_

I. DELIVERY (Check as applicable)

A. VOICE:

- |  |   |   |   |
|--|---|---|---|
| 1. <u>Pitch</u><br>Pleasing<br>Too high<br>Too low   | 2. <u>Audibility</u><br>Loud enough<br>Too loud<br>Weak   | 3. <u>Rate</u><br>Satisfactory<br>variety<br>Too slow<br>Too fast   | 4. <u>Enunciation</u><br>Clear<br>Over-precise<br>Slurring<br>Sibilant<br>Lisping |
| 5. <u>Quality</u><br>Pleasing<br>Well-modulated<br>Nasalized<br>Harsh<br>Monotone<br>Lacks resonance | 6. <u>Voice Personality</u><br>Sincere & friendly<br>Somewhat affected<br>Too aggressive<br>Lacks vigor<br>Sounds memorized | 7. <u>Vocalized Pausing</u><br>None<br>Not enough to distract<br>Distracting<br>At end of words<br>In thought transitions |   |

B. DICTION:

- |  |   |
|--|---|
| 1. <u>Choice of Words</u><br>Effectively varied<br>Too much jargon<br>Too much slang | 2. <u>Use of Words</u><br>Grammatically correct<br>Grammatical errors (specify) _____<br>Misused (specify) _____<br>Over-used (specify) _____ |
|--|---|

C. PLATFORM MANNER:

- |   |  |   |
|---|--|---|
| 1. <u>Posture</u><br>Erect with head up<br>Too stiff<br>Leaned on lectern<br>Swayed<br>Too much hand movement<br>Too much foot movement | 2. <u>Visual Directness</u><br>Good at all times<br>Sometimes lacking<br>Noticeably lacking<br>Poor when using graphics<br>Poor when using notes | 3. <u>Gestures</u><br>Natural and<br>effective<br>Stiff or<br>unnatural<br>Excessive<br>Lacking           |
| 4. <u>Distracting Mannerisms</u> (specify) _____  |  |   |
| 5. <u>General Impressions</u><br>Interested in subject<br>Too enthusiastic<br>Lacked enthusiasm<br>Well-poised and relaxed              | Excellent audience rapport<br>Not enough facial expres-<br>sion<br>Appeared nervous at first<br>Generally uneasy or tense                        | Flustered by questions<br>Answered questions<br>adequately<br>Answers to questions<br>too long & rambling |

SUGGESTIONS FOR IMPROVEMENT OF SPEAKING HABITS

## II. ORGANIZATION AND CONTENT (Check as applicable)

## A. Introduction

Aroused attention & interest  
Purpose clearly stated  
Purpose not clear  
Intelligence significance not  
apparent  
Too long  
Too short

## B. Main Points

Clearly defined  
Properly emphasized  
Logically developed  
Rather hazy  
Not sufficiently emphasized  
Smooth transitions  
Halting or abrupt transitions

### C. Use of Examples

Excellent  
Adequate  
Irrelevant  
Lacking

#### D. Conclusion

Brief and effective  
Good summary  
Speech purpose achieved  
Inadequate because of poor timing  
Weak

### E. Use of Graphic Aids

Subject did not require them  
Excellent in design  
Poorly designed  
Effectively employed  
Ineffectively employed

Too many graphics  
Confusing  
Cluttered  
Added nothing to presentation

Missed opportunity for use (specify):

### SUGGESTIONS FOR IMPROVEMENT OF SPEECH ORGANIZATION AND CONTENT

### III. EVALUATION OF SPEAKING HABITS

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SUPERIOR	EXCELLENT	SATISFACTORY	INADEQUATE	

#### IV. EVALUATION OF SPEECH ORGANIZATION AND CONTENT:

☐ SUPERIOR    ☐☐☐ EXCELLENT    ☐☐☐☐☐☐☐☐☐☐☐ SATISFACTORY    ☐☐☐ INADEQUATE    ☐

## V. EVALUATION OF POTENTIAL AS A BRIEFER (Underline)

ILLEGIB

Outstanding    Excellent    Good    Adequate    Barely adequate    Questionable